



ROLES OF EDITORIAL TEAM MEMBERS AT KREATIVE DIADEM

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Roles of the Editor-in-chief/Creative Director

1. Serve as the administrative head of the organization.
2. Preside over the Editorial board meetings.
3. Decide the time of Editorial board meetings with other members of Editorial board.
4. Read, evaluate and edit submissions.
5. Peruse the selected content of other editors.
6. Proofread the manuscript of periodical issues before publication.

Roles of the Managing Editor

1. Supervise the daily operations of the organization.
2. Oversee and handle the nominations and choice of future mast head members.
3. Serve as the correspondence of the organization.
4. Manage the logistics of the publication of periodical issues.
5. Edit articles before publication on the blog.
6. Perform other duties delegated by the Editor-in-chief.

Roles of the Poetry Editor

7. Read and evaluate poetry submissions.
8. Edit poetry submissions without altering the rhythm and voice of its author.
9. Select suitable content for publication.
10. Work with your associate to create the guidelines for poetry submissions (one for the normal publication on the site and the second one for the periodical publication).
11. Give constructive criticisms to poetry submissions especially to unpublishable works.
12. Perform other duties delegated by the Editor-in-chief.

Roles of the Associate Poetry Editor

1. Assist the Poetry Editor in the duty of evaluations and critique of poetry submissions.

2. Select the most intriguing and attractive portion of a poem (it could be one or two verses), all not more than 12 lines that can be used by the graphic designer for a poem template.
3. Select the proper pictures that resonate with the poem that can be used for publication on the site.
4. Manage the uploading of the poem on the website.
5. Work with the graphics designer for proofreading and formatting of the poetry section before it is published (this is only applicable for publication of electronic copy of periodical issues).
6. Perform other duties delegated by the Editor-in-chief.

Roles of the Fiction Editor

1. Read and evaluate submissions of short stories and flash fictions.
2. Edit submissions without altering the flow and voice of the author.
3. Select suitable content for publication.
4. Work with your associate to create the guidelines for submission of short stories and flash fiction (one for the normal publication on the site and the second one for the periodical publication).
5. Provide constructive criticisms to submissions especially to unpublishable works.
6. Perform other duties delegated by the Editor-in-Chief.

Roles of the Associate Fiction Editor

1. Assist the Fiction Editor in the duty of evaluations and critique of submissions.
2. Select the most intriguing and riveting portion of a short story/flash fiction (it could be one or two sentences), that can be used by the graphic designer for a poster design.
3. Manage the uploading of the short story/flash fiction on the website.
4. Work with the graphics designer for proofreading and formatting of the fiction section before it is published (this is only applicable for publication of electronic copy of periodical issues).

5. Ensure that the selected submissions reconcile with the Kreative Diadem Style Guide 1.0
6. Perform other duties delegated by the Editor-in-chief.

Roles of Non-fiction editor

1. Read and evaluate submissions of book reviews and essays.
2. Edit submissions without altering the flow and voice of the author.
3. Select suitable content for publication.
4. Oversee the "Celebrate a legend" section - suggest names of interviewees and conduct the interviews.
5. Work with your associate to create the guidelines for submission of book reviews and essays (one for the normal publication on the site and the second one for the periodical publication).
6. Provide constructive criticisms to submissions especially to unpublishable works.
7. Perform other duties delegated by the Editor-in-Chief.

Roles of Associate non-fiction editor

1. Assist the Non-fiction editor in the duty of evaluations and critique of submissions.
2. Select the most intriguing and riveting portion of a book review or essay (it could be one or two sentences), that can be used by the graphic designer for a poster design.
3. Manage the uploading of book review or essay on the website.
4. Create publishable content on tips and resources for poets, writers and authors (you are to edit if it is submitted by another member of the mast head).
5. Work with the graphics designer for proofreading and formatting of the non-fiction section before it is published (this is only applicable for publication of electronic copy of periodical issues).
6. Ensure that the selected submissions reconcile with the Kreative Diadem Style Guide 1.0
7. Perform other duties delegated by the Editor-in-chief.

Roles of the Graphics designer/editor

1. Create visual concepts that communicate ideas to inspire, attract and engage readers.
2. Design posters that can be published alongside posts (poems, short stories, flash fiction, interviews) on the website.
3. Manage the in-text formatting and cover designs of periodical publications (this is only applicable for publication of electronic copy of periodical issues).
4. Work with the online coordinator in a bid to know the visual concepts needed to make the website more attractive.

Roles of the online coordinator/social media manager

1. Oversee the managing of the social media networks of the organization (Twitter, Facebook, Instagram); this will involve handling the comments of our followers and responding to them as well.
2. Work closely with the Editor-in-chief to know the contents that can be published daily on the social media sites.
3. Manage comments on the site and authenticate the publishing of posts on the site.
4. Perform other duties delegated by the Editor-in-chief.